

**METHOD AND MEETING SCHEDULER FOR AUTOMATED MEETING  
INSERTION AND RESCHEDULING FOR BUSY CALENDARS**

Abstract of the Disclosure

5 A method and meeting scheduler are provided for automated meeting  
insertion and rescheduling for busy calendars. An electronic calendar  
meeting scheduling program stores meeting automation properties defined  
for each scheduled meeting. The electronic calendar meeting scheduling  
program stores meeting attendee automation properties defined for each  
10 attendee of each scheduled meeting. The electronic calendar meeting  
scheduling program utilizes the stored meeting automation properties and  
the stored meeting attendee automation properties to calculate a conflict  
score and action list for each potential time block for automated meeting  
insertion and rescheduling. The calculated conflict score and action list for  
15 each potential time block for rescheduling a meeting are based upon  
multiple factors including a move score, a leave early score, and a shorten  
meeting score. The action list includes an entry for each meeting altered for  
automated meeting insertion and rescheduling. The electronic calendar  
meeting scheduling program sorts each potential time block for automated  
20 meeting insertion and rescheduling by lowest calculated conflict score and  
utilizes the calculated conflict score and action list of the sorted potential  
time blocks to identify a solution time block for automated meeting insertion  
and rescheduling. The stored meeting automation properties include a  
move premium value for moving the meeting, a shorten premium value for  
25 shortening the meeting and a leave premium value for allowing attendees to  
leave the meeting early. The meeting automation properties and meeting  
attendee automation properties include multiple approval options for moving  
the meeting, for shortening the meeting and for allowing attendees to leave  
the meeting early. The meeting attendee automation properties include an  
30 attendee role, such as owner, presenter, observer and collaborator, and an  
attendee commitment options for attending. The meeting attendee  
automation properties include attendee selected notification options.